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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, D/S

DATE: 30 April 1953

FROM : Acting Chief, S/GS

SUBJECT: Functions of Personnel in S/GS

1. While there has been no formal distribution of functions among the personnel of S/GS, working arrangements for parceling out duties do exist, the general (and not inflexible) characteristics of which are as follows:

<u>Names</u>	<u>Procedural Duties</u>	<u>Substantive Duties -- To collect and organize data on the following</u> <u>AREAS and SUBJECTS</u>
25X1A9a [REDACTED] (Acting Chief)	1. General supervision 2. Planning of work 3. Initiation of Requirements 4. Evaluation and consultation and answering questions relative to fields of substantive responsibility 5. Filing, etc. (in turn)	USSR..... Services in General Czech. .... Standard of Living Hungary..... " " " Poland..... " " "
25X1A9a [REDACTED]	1. Evaluation, consultation and answering questions relative to fields of substantive responsibility 2. Filing, etc. (in turn)	USSR..... Retail Trade Turn-over China..... Trade and Services generally
25X1A9a [REDACTED]	1. Evaluation, consultation and answering questions relative to fields of substantive responsibility 2. Filing, etc. (in turn)	USSR..... Retail Trade Organization
25X1A9a [REDACTED]	1. Evaluation, consultation and answering questions relative to fields of substantive responsibility 2. Filing etc. (in turn)	USSR ..... Printing and Publishing E. Germany..... Standard of Living Albania..... " " " Bulgaria..... " " " Rumania..... " " "
25X1A9a [REDACTED]		

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TO : Chief D/S

30 April, 1953

DATE:

FROM : Chief S/L

SUBJECT: Personnel assignments.

25X1A9a

[REDACTED] Branch Chief. GS 15.

Field of Responsibility, Technical Education, all areas.

Area of Responsibility, China.

Projects, 45.2 Technical Education in the Satellites (Finished)  
45.8 and 0.3 China

25X1A9a

[REDACTED] GS 13.

Field of Responsibility, all manpower problems.

Area of Responsibility, Czechoslovakia, E. Germany,  
Austria, Poland.Projects, 45.4 Movement of Labor in Sovzone Germany.  
(and branch contribution to 0.2, Economy  
of Sovzone Germany.

45.6 Labor Laws and Decrees USSR.

25X1A9a

[REDACTED] GS 14.

Field of responsibility, all manpower problems.

Area of Responsibility, USSR, Albania, Bulgaria,  
Hungary, Rumania.

Projects, 45.1 Wages in the USSR (Finished)

45.3 Slave Labor in the Satellites.

45.7 Productivity in the USSR.

Branch Contributions to 0.4 USSR Regional and  
0.6 Structural Analysis of Soviet Economy.

25X1A9a

[REDACTED] GS 11.

Field of responsibility, Agricultural population, labor,  
mechanization and collectivization.

Area, USSR and Satellites.

Project 45.5 Agricultural Labor, USSR.

Also responsible for contributions on  
agricultural labor in 45.7, 02, 0.3

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